

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

4.6 Insert and manipulate Tables

1/. Insert Tables

2/. Manipulate Tables

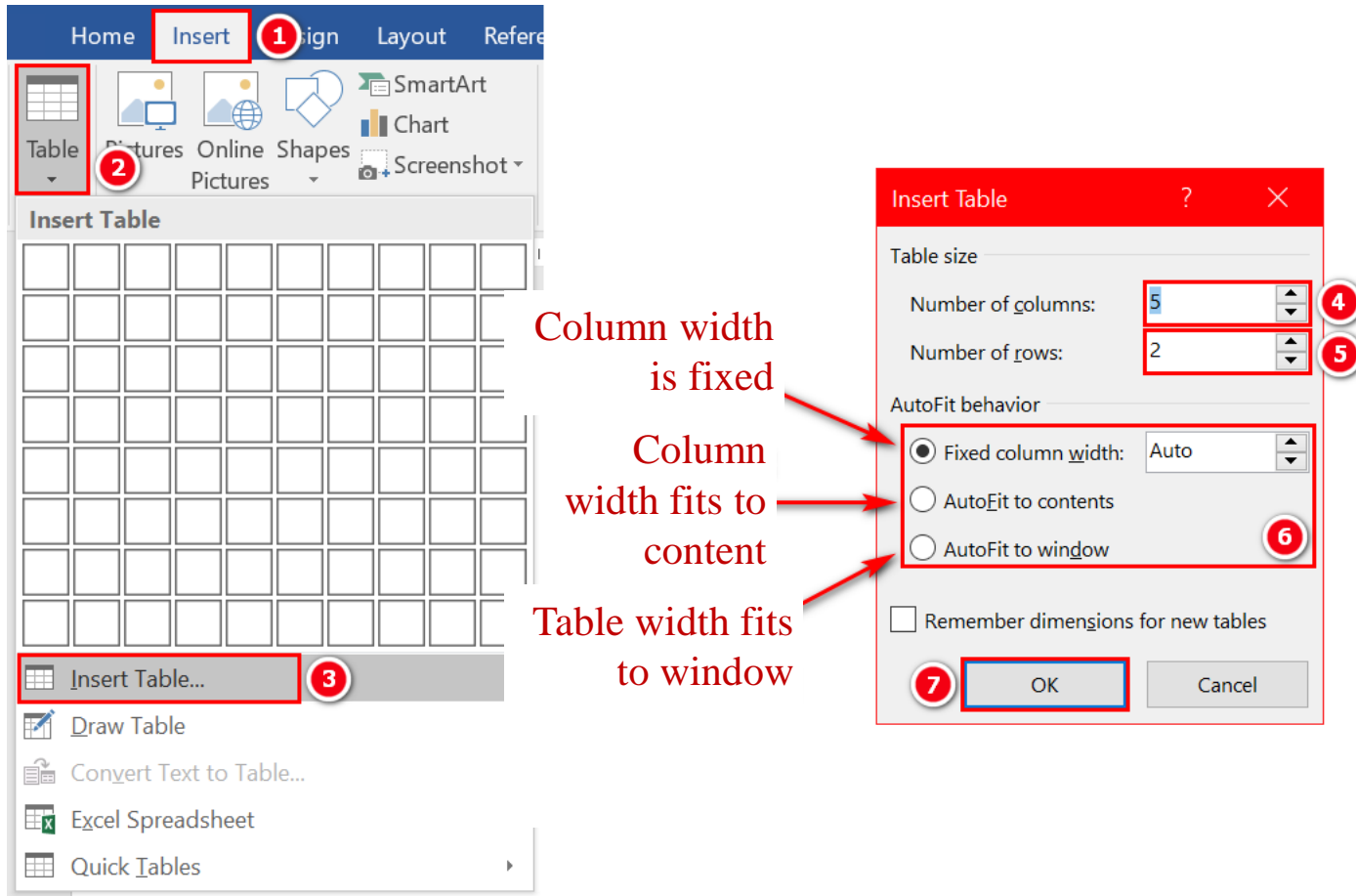
4.6 Insert and manipulate Tables

1/. Insert Tables

2/. Manipulate Tables

1- Insert Tables

- Insert a new table



The screenshot illustrates the process of inserting a table in Microsoft Word. The **Insert** tab is selected in the ribbon (1). The **Table** button in the ribbon is highlighted (2). The **Insert Table** task pane is visible, showing a grid of 5 columns and 2 rows (3). The **Insert Table** dialog box is open, showing the **Table size** section with **Number of columns** set to 5 (4) and **Number of rows** set to 2 (5). The **AutoFit behavior** section shows three options: **Fixed column width** (selected), **AutoFit to contents**, and **AutoFit to window** (6). The **Remember dimensions for new tables** checkbox is unchecked. The **OK** button is highlighted (7).

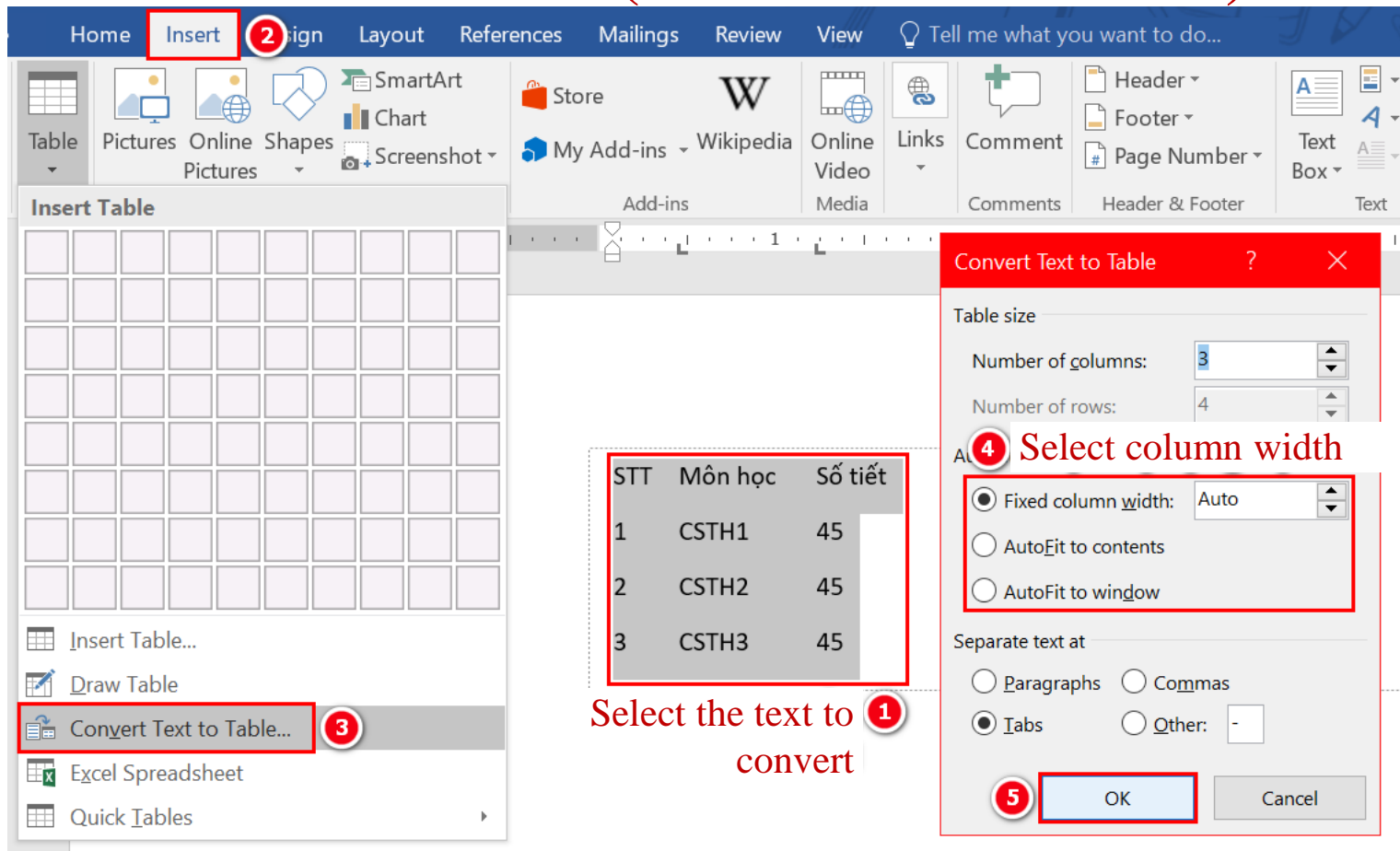
Column width is fixed

Column width fits to content

Table width fits to window

1- Insert Tables

• Insert a table from text (convert text to table)



The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Convert Text to Table' option is highlighted in the 'Table' group. A table is shown in the center, and the 'Convert Text to Table' dialog box is open on the right.

Table:

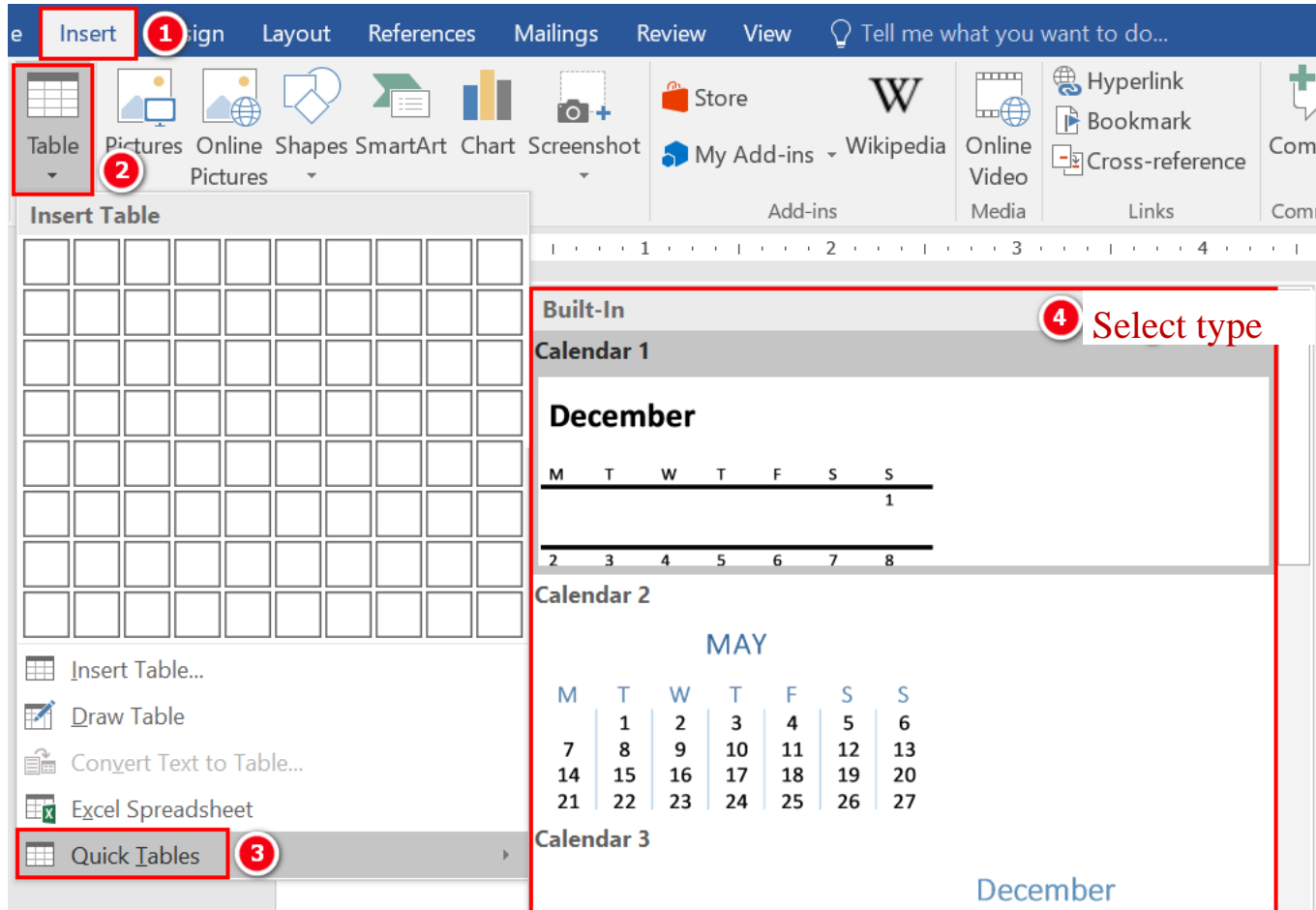
STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

Convert Text to Table Dialog Box:

- Table size:
 - Number of columns: 3
 - Number of rows: 4
- Select column width:
 - ☒ Fixed column width: Auto
 - ☐ AutoFit to contents
 - ☐ AutoFit to window
- Separate text at:
 - ☐ Paragraphs
 - ☐ Commas
 - ☒ Tabs
 - ☐ Other: -
- Buttons: OK, Cancel

1- Insert Tables

- Insert a table from a built-in type (Quick Tables)



The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Table' button is highlighted with a red box and a circled '1'. The 'Table' dropdown menu is open, showing various options. The 'Quick Tables' option is highlighted with a red box and a circled '3'. The 'Quick Tables' gallery is displayed, showing three built-in table types: Calendar 1, Calendar 2, and Calendar 3. Calendar 1 is selected, showing a December calendar. Calendar 2 shows a May calendar. Calendar 3 shows a December calendar. A red box and a circled '4' highlight the 'Select type' text in the gallery.

Calendar 1

December

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8

Calendar 2

MAY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Calendar 3

December

4.6 Insert and manipulate Tables

1/. Insert Tables

2/. Manipulate Tables

2- Manipulate Tables

a. Format a table

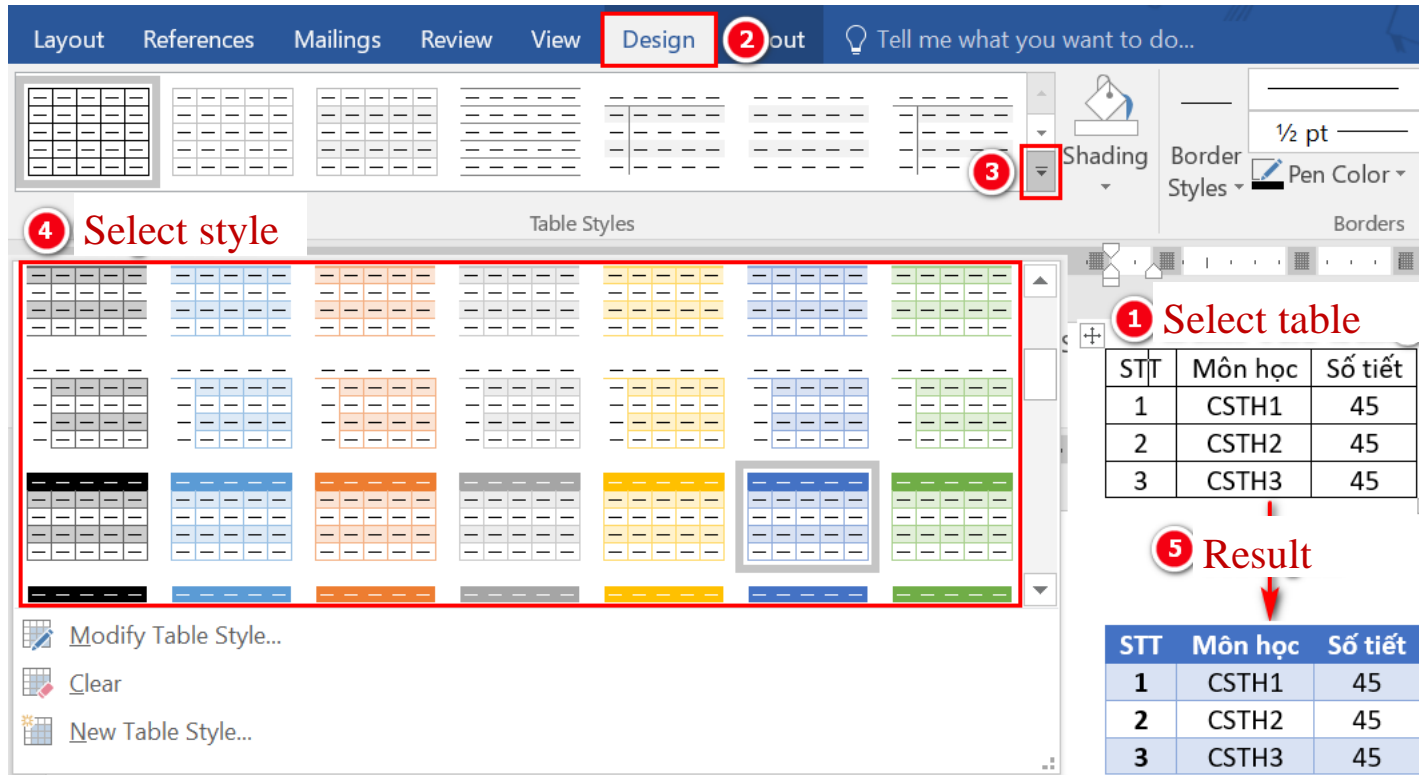
- Apply a style to a table
- Create a table border
- Fill the table
- Specify header for a table
- Cell size: height, width
- Position/Direction of text
- Cell margins

b. Change a table's structure

- Insert rows/columns
- Delete table, rows/columns
- Merge cells
- Split cells
- Re-arrange contents
- Convert table to text
- Convert text to table
- Repeat header rows when printing
- Change alternative text

2- Manipulate Tables

a. Format a table: Apply a style to a table



1 Select table

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

5 Result

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

2- Manipulate Tables

a. Format a table: Create a table border

Design **2**out Tell me what you want to do...

3 1/2 pt Pen Color

1 Select table

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

4 Select border for edges

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

5 OR

6 Type of border

7 Style of border

8 Color

9 Width

10 Select edges

Preview

Click on diagram below or use buttons to apply borders

Apply to: Table

11 OK Cancel

Borders and Shading

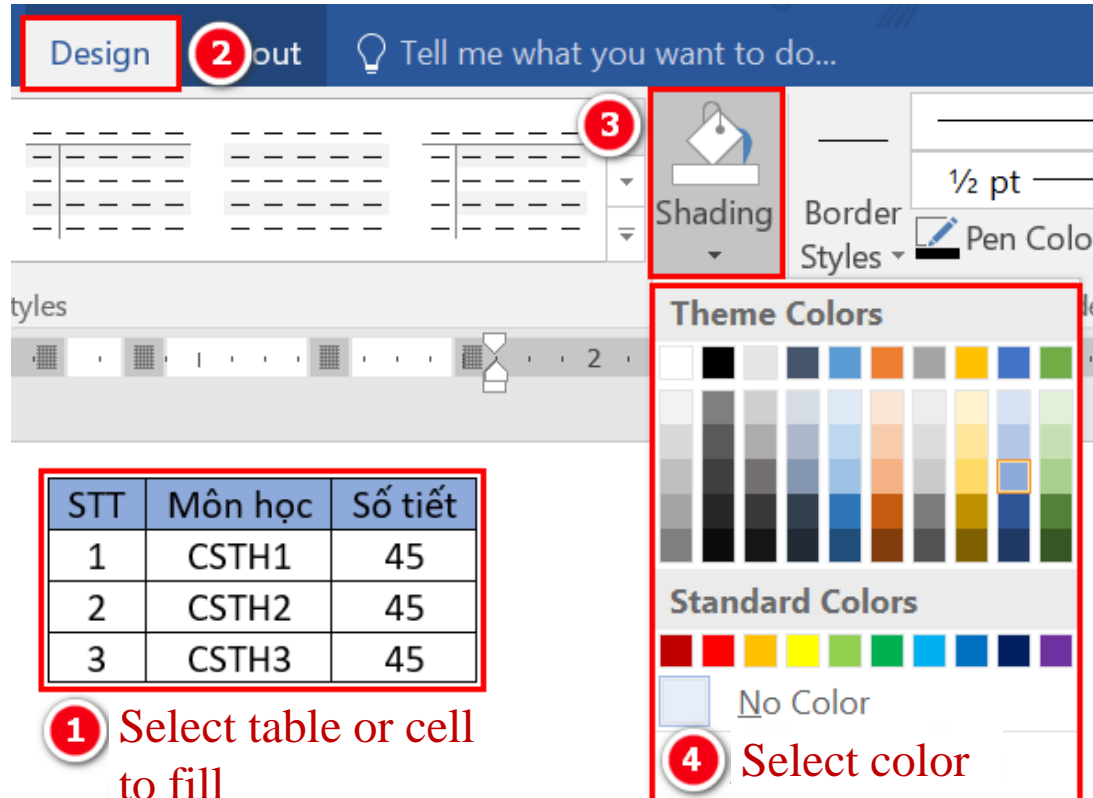
Borders Page Border Shading

None Box All Grid Custom

1 1/2 pt

2- Manipulate Tables

a. Format a table: Fill the table



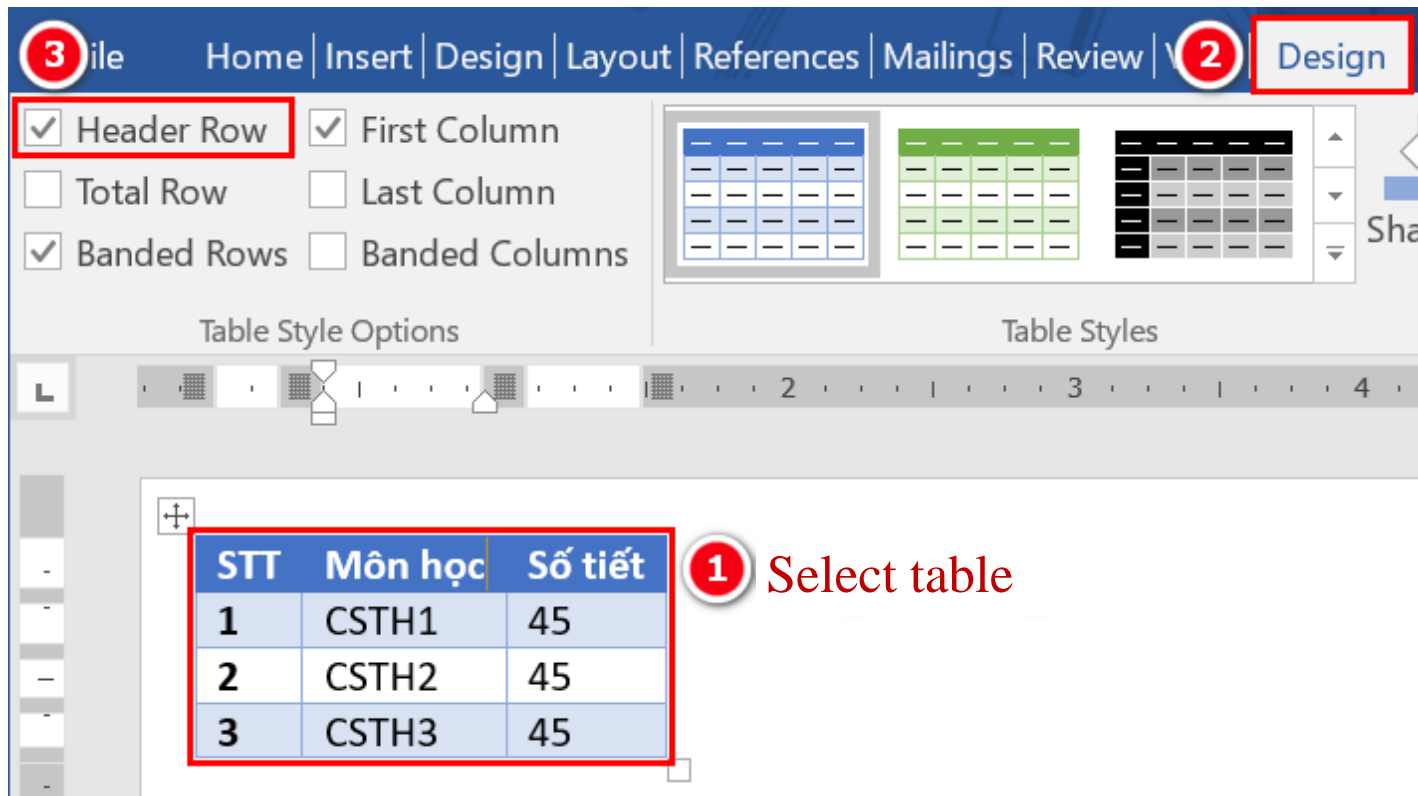
1 Select table or cell to fill

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

4 Select color

2- Manipulate Tables

a. Format a table: Specify header for a table



3 File Home Insert Design Layout References Mailings Review 2 Design

☒ Header Row ☒ First Column
☐ Total Row ☐ Last Column
☒ Banded Rows ☐ Banded Columns

Table Style Options

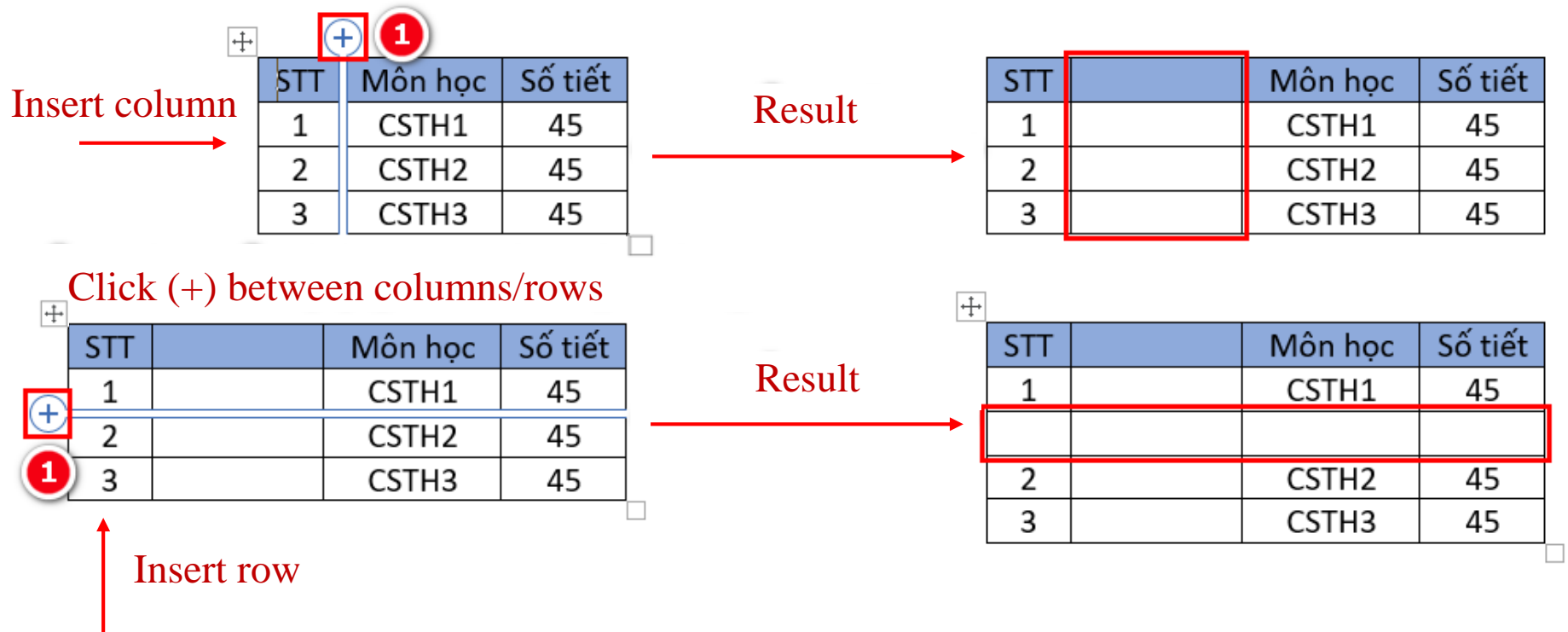
Table Styles

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

1 Select table

2- Manipulate Tables

b. Change the structure of a table: Insert rows/columns into a table



2- Manipulate Tables

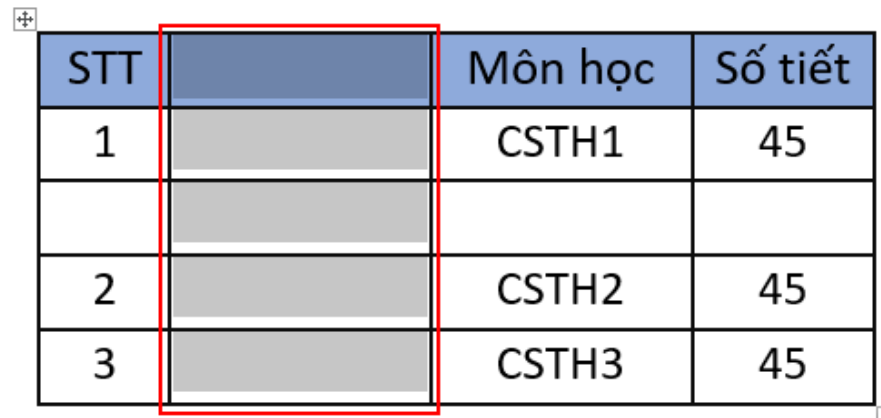
b. Change the structure of a table: Delete rows from a table

STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	45
3		CSTH3	45

- 1 Select rows
- 2 Right-click
- 3 Select *Delete Rows*

2- Manipulate Tables

b. Change the structure of a table: Delete columns from a table

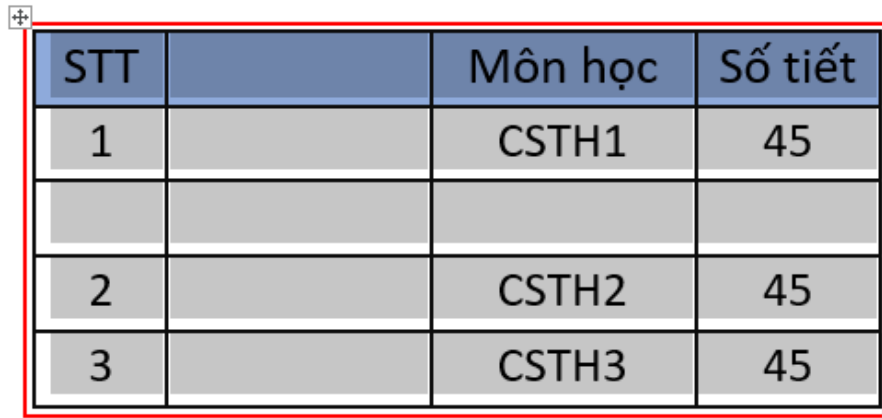


STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	45
3		CSTH3	45

- 1 Select columns
- 2 Right-click
- 3 Select *Delete Columns*

2- Manipulate Tables

b. Change the structure of a table: Delete a table

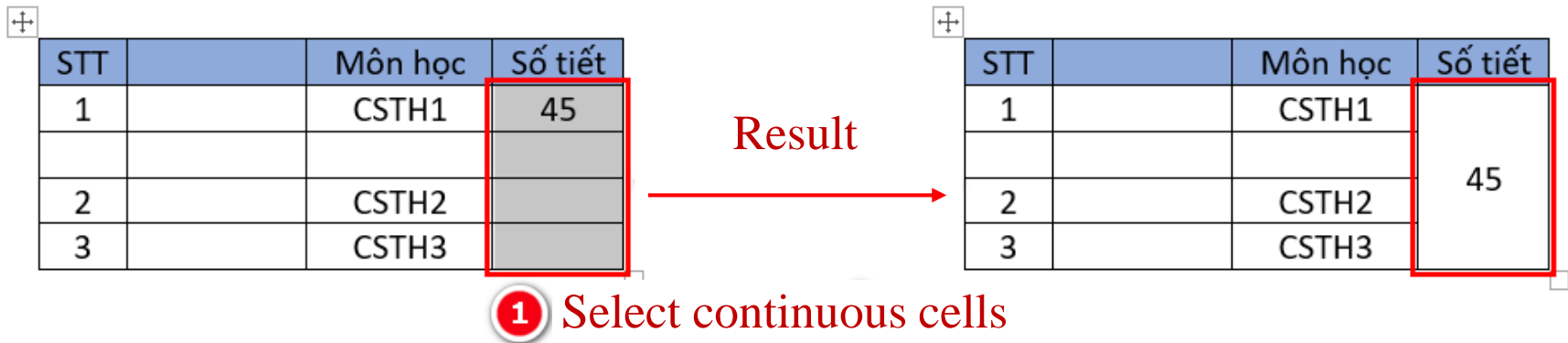
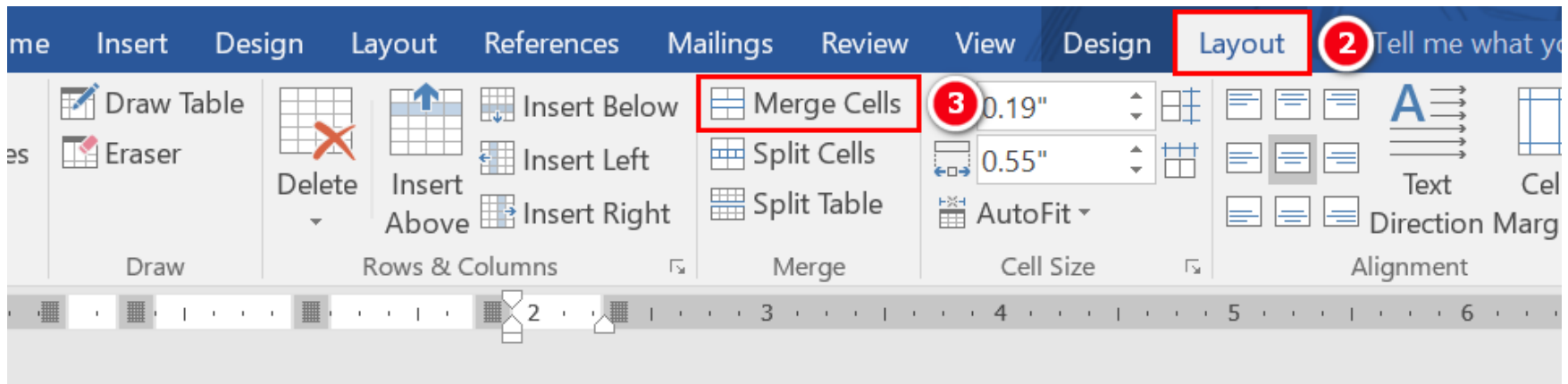


STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	45
3		CSTH3	45

- 1 Select table
- 2 Right-click
- 3 Select *Delete Table*

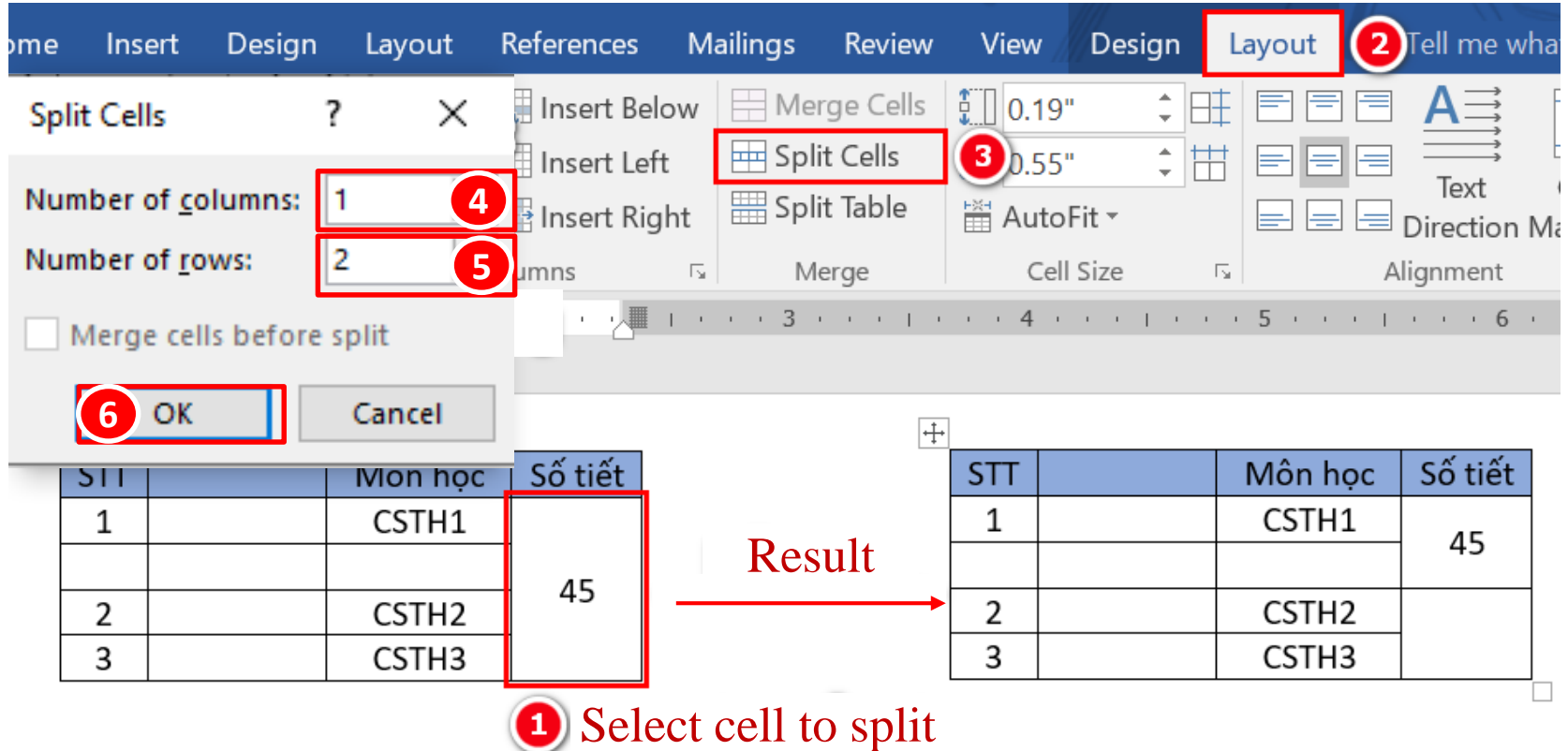
2- Manipulate Tables

b. Change the structure of a table: Merge cells



2- Manipulate Tables

b. Change the structure of a table: Split cells



Split Cells

Number of columns: 1 (4)

Number of rows: 2 (5)

☐ Merge cells before split

OK (6) Cancel

STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	
3		CSTH3	

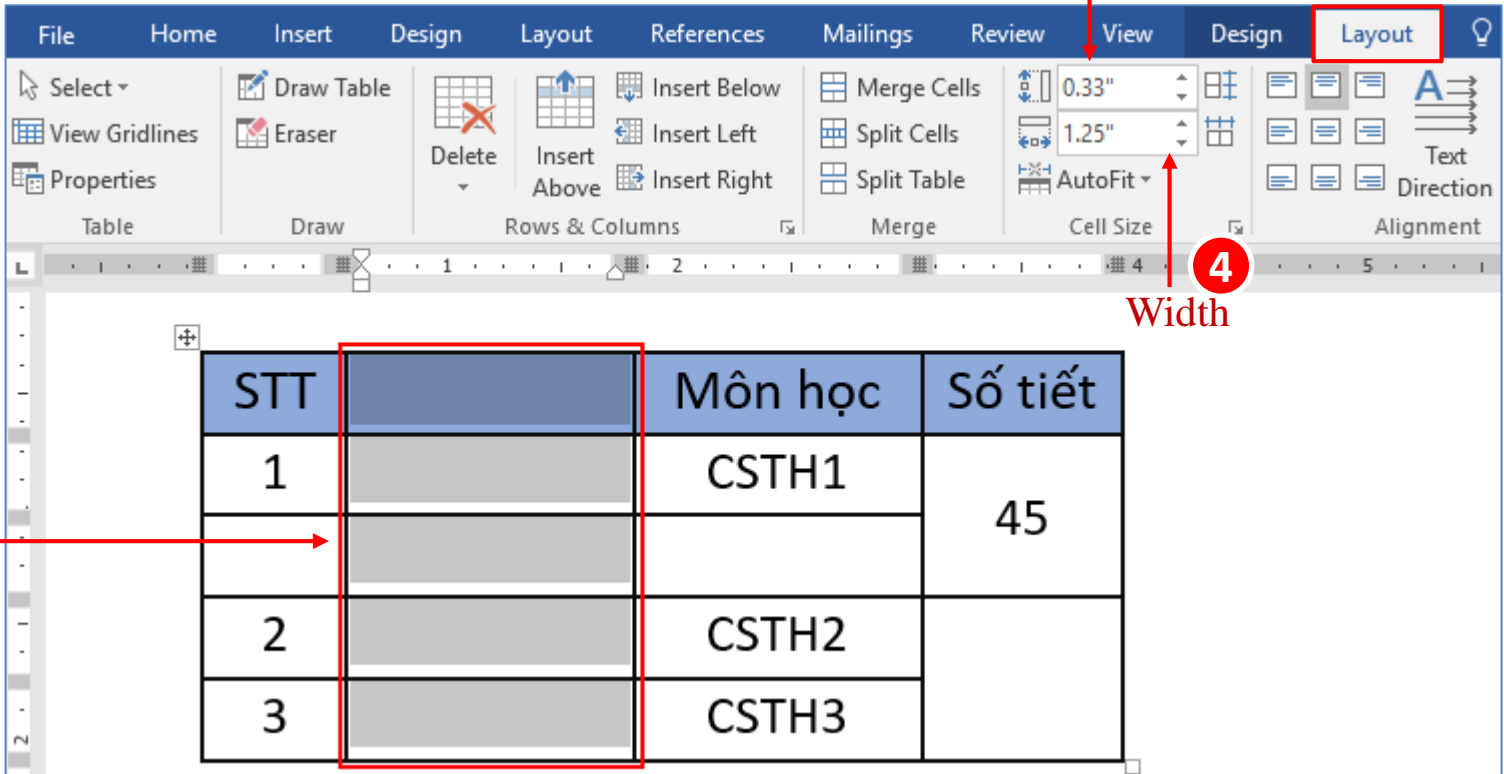
Result

STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	
3		CSTH3	

(1) Select cell to split

2- Manipulate Tables

b. Change the structure of a table: Cell size: height, width



1 Select cells/rows/columns

2 Layout

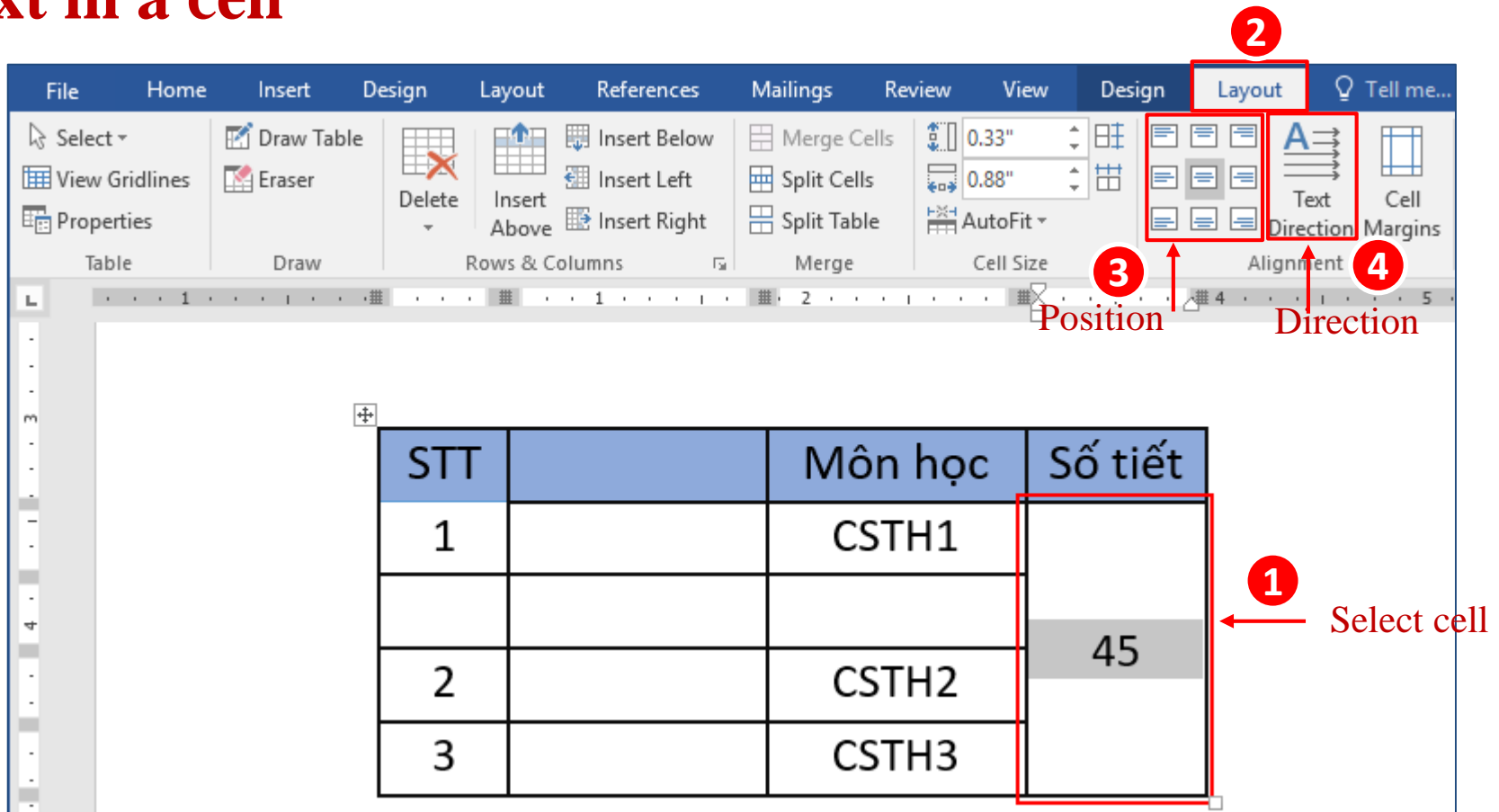
3 Height

4 Width

STT		Môn học	Số tiết
1		CSTH1	45
2		CSTH2	
3		CSTH3	

2- Manipulate Tables

b. Change the structure of a table: Position/Direction of text in a cell



The screenshot shows the Microsoft Word interface with the **Layout** tab selected. The ribbon includes sections for **Table**, **Draw**, **Rows & Columns**, **Merge**, **Cell Size**, **Alignment**, and **Cell Margins**. Annotations indicate the following steps:

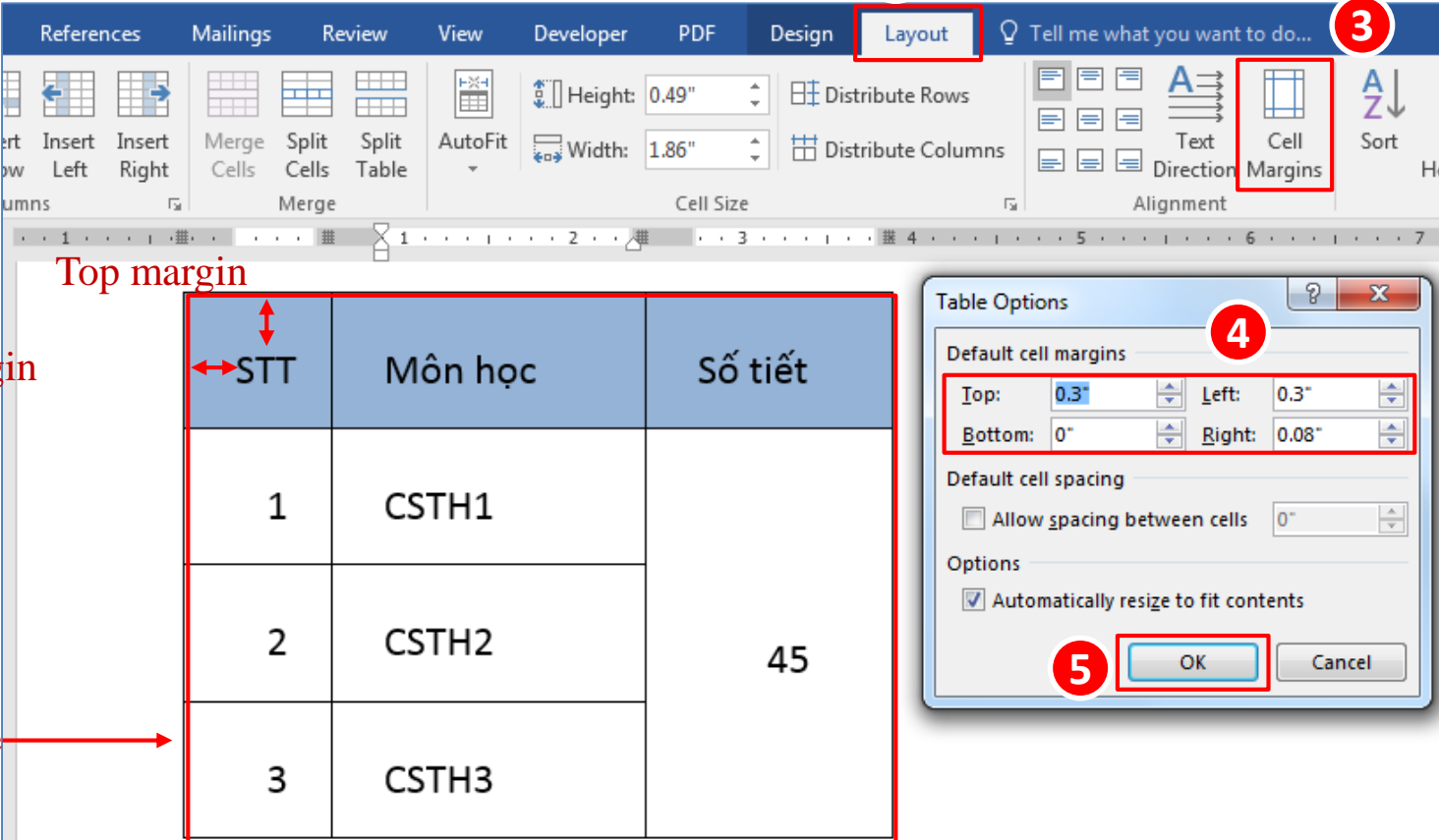
- 1**: Select cell (pointing to the cell containing '45' in the table).
- 2**: Layout tab (highlighted).
- 3**: Position (pointing to the text position icons in the Alignment section).
- 4**: Direction (pointing to the text direction icons in the Alignment section).

The table shown in the screenshot is as follows:

STT		Môn học	Số tiết
1		CSTH1	
			45
2		CSTH2	
3		CSTH3	

2- Manipulate Tables

b. Change the structure of a table: Cell margins



The screenshot illustrates the steps to change cell margins in a table:

- Select table:** A red arrow points to the table in the document.
- Layout tab:** The 'Layout' tab is selected in the ribbon.
- Cell Margins:** The 'Cell Margins' button is highlighted in the 'Table' group.
- Table Options dialog box:** The 'Table Options' dialog box is open, showing the 'Default cell margins' section. The 'Top' margin is set to 0.3" and the 'Left' margin is set to 0.3".
- OK button:** The 'OK' button is highlighted to apply the changes.

The table structure is as follows:

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	
3	CSTH3	

2- Manipulate Tables

b. Change the structure of a table: Sort contents in a table

File Home Insert Design Layout References Mailings Review View Design Layout Tell me what you want to do...

Select View Gridlines Properties Table Draw Rows & Columns Merge Cell Size Alignment Data

Draw Table Eraser Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table AutoFit Text Direction Margins Cell Repeat Header Rows Convert to Text Formula

Sort

Sort Select column

Sort by STT 5

Then by

Then by

My list has

Header row 4 No header row

Options... 4

OK 7 Cancel

Select table 1

Table with header row 2

Table without header row

6

Ascending

Descending

Ascending

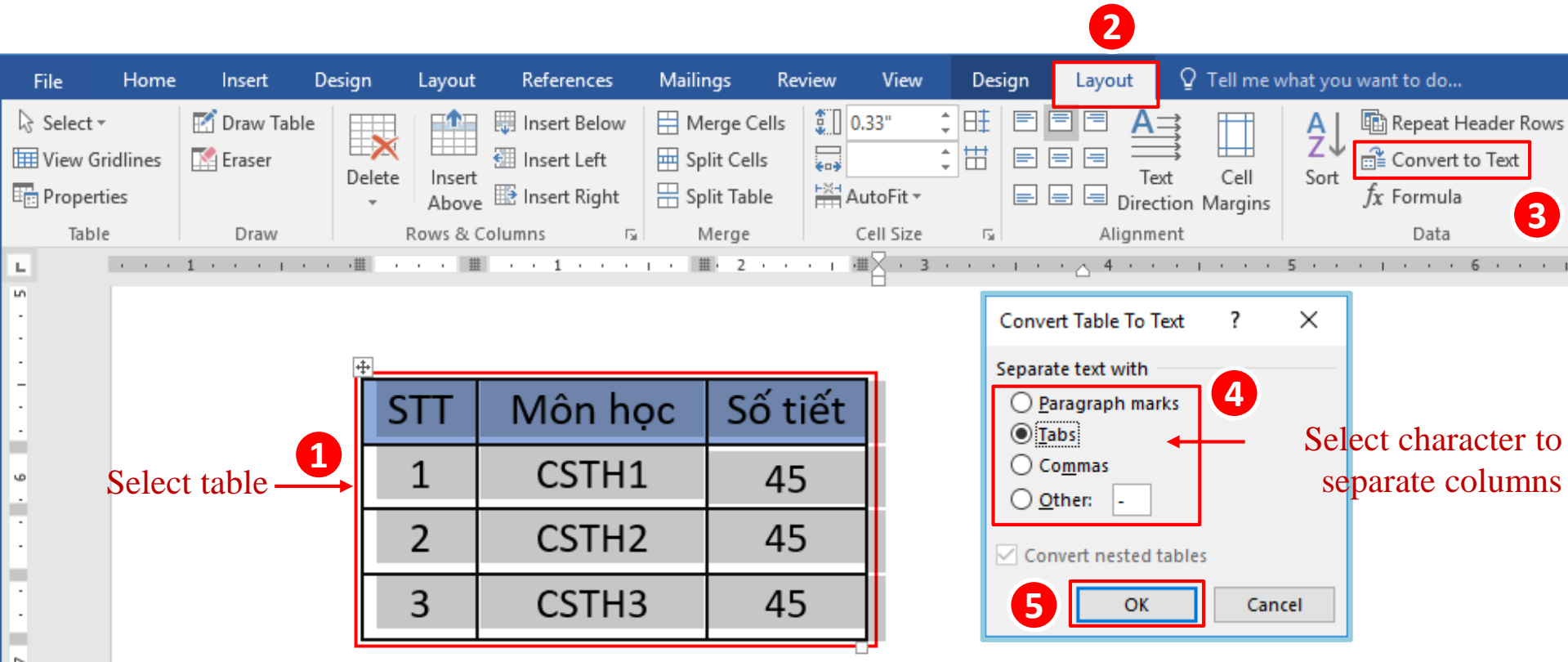
Descending

Ascending

Descending

2- Manipulate Tables

b. Change the structure of a table: Convert table to text



1. Select table

2. Layout tab

3. Convert to Text button

4. Select character to separate columns (Tabs)

5. OK button

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

Convert Table To Text

Separate text with

- ☐ Paragraph marks
- ☒ Tabs
- ☐ Commas
- ☐ Other: -

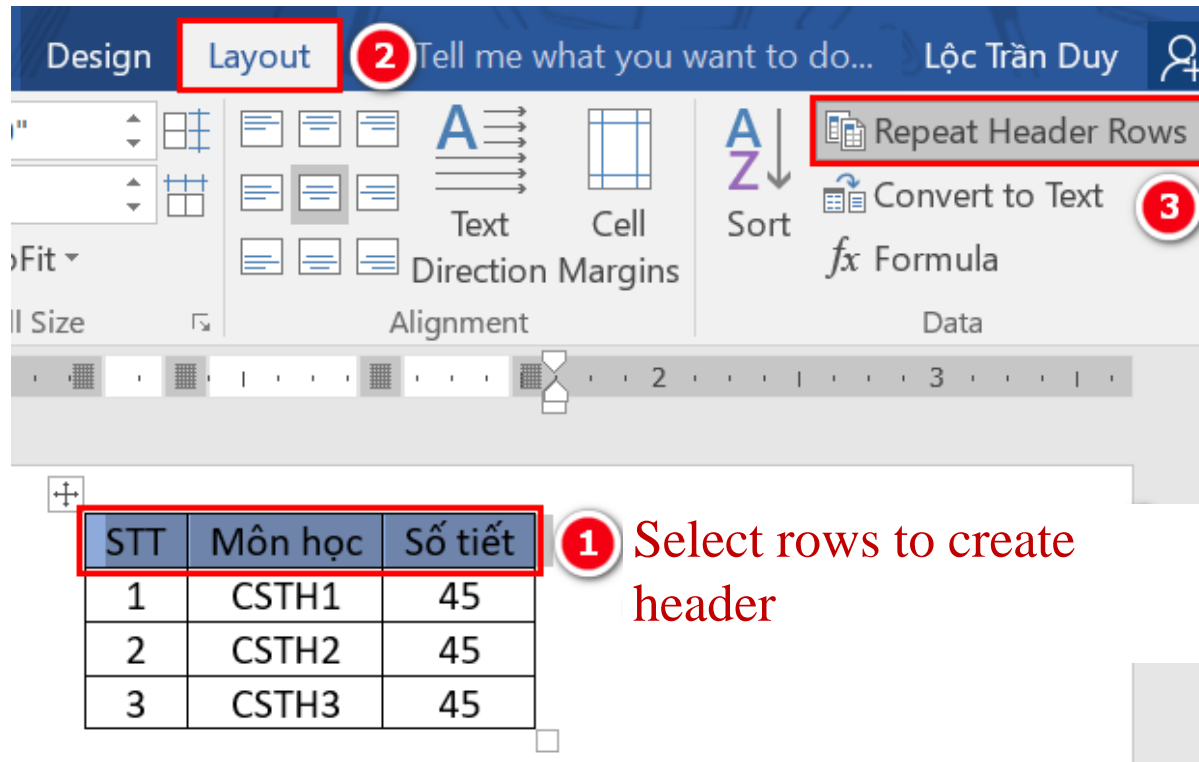
☒ Convert nested tables

OK Cancel

Select character to separate columns

2- Manipulate Tables

b. Change the structure of a table: Repeat header rows when printing



The screenshot shows the Microsoft Word ribbon with the 'Layout' tab selected. The 'Repeat Header Rows' button is highlighted in the 'Table' group. Below the ribbon, a table is shown with the first row highlighted in blue and a red box around it, indicating it is selected. The table has 3 columns and 4 rows.

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

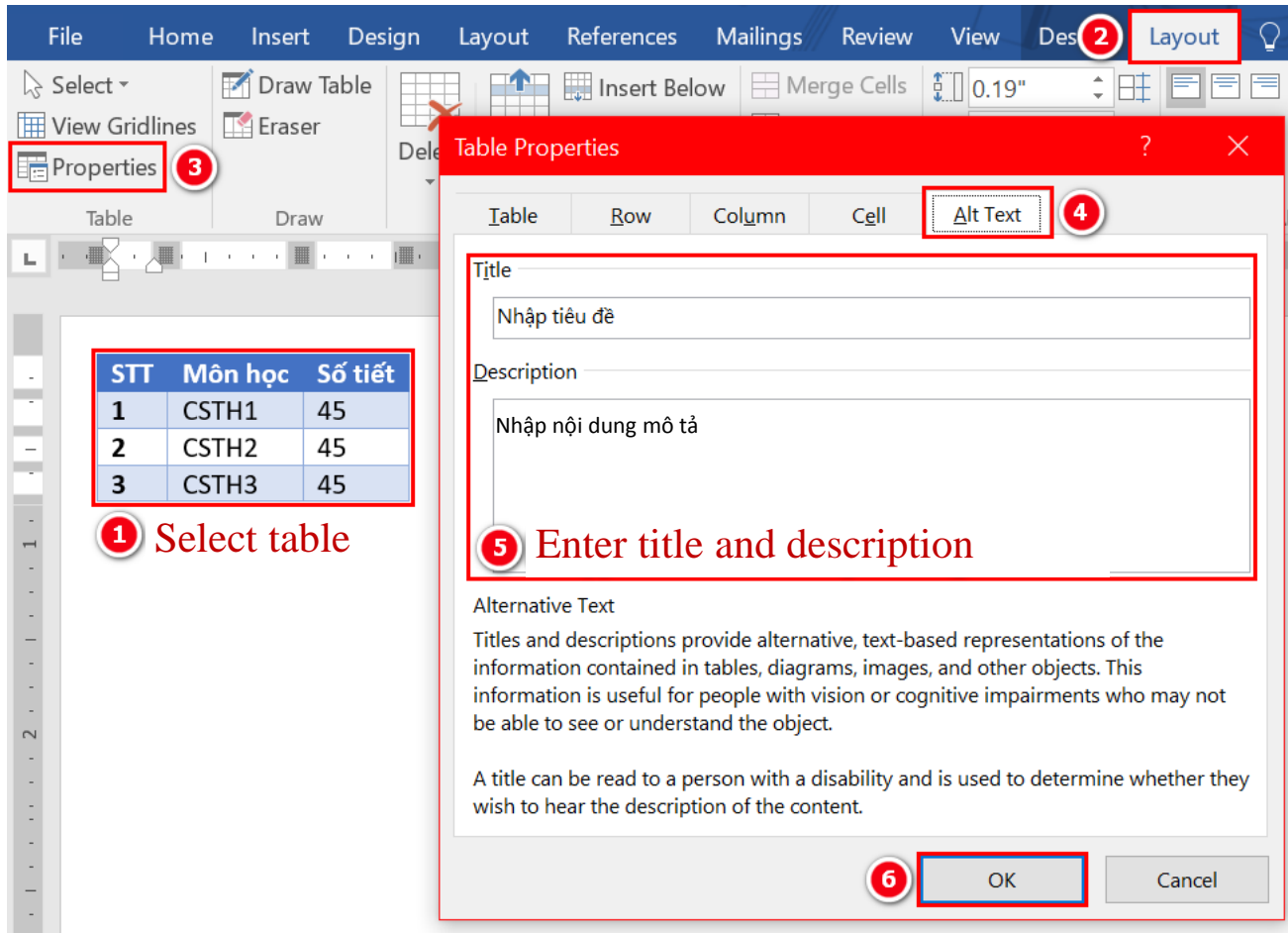
1 Select rows to create header

2 Tell me what you want to do...

3 Repeat Header Rows

2- Manipulate Tables

b. Change the structure of a table: Change the alternative text of a table



1 Select table

2 Layout

3 Properties

4 Alt Text

5 Enter title and description

6 OK

STT	Môn học	Số tiết
1	CSTH1	45
2	CSTH2	45
3	CSTH3	45

Title
Nhập tiêu đề

Description
Nhập nội dung mô tả

Alternative Text
Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.

A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables in a document

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

4.7 Create Bookmarks and Hyperlinks

1/. Bookmark

2/. Hyperlink

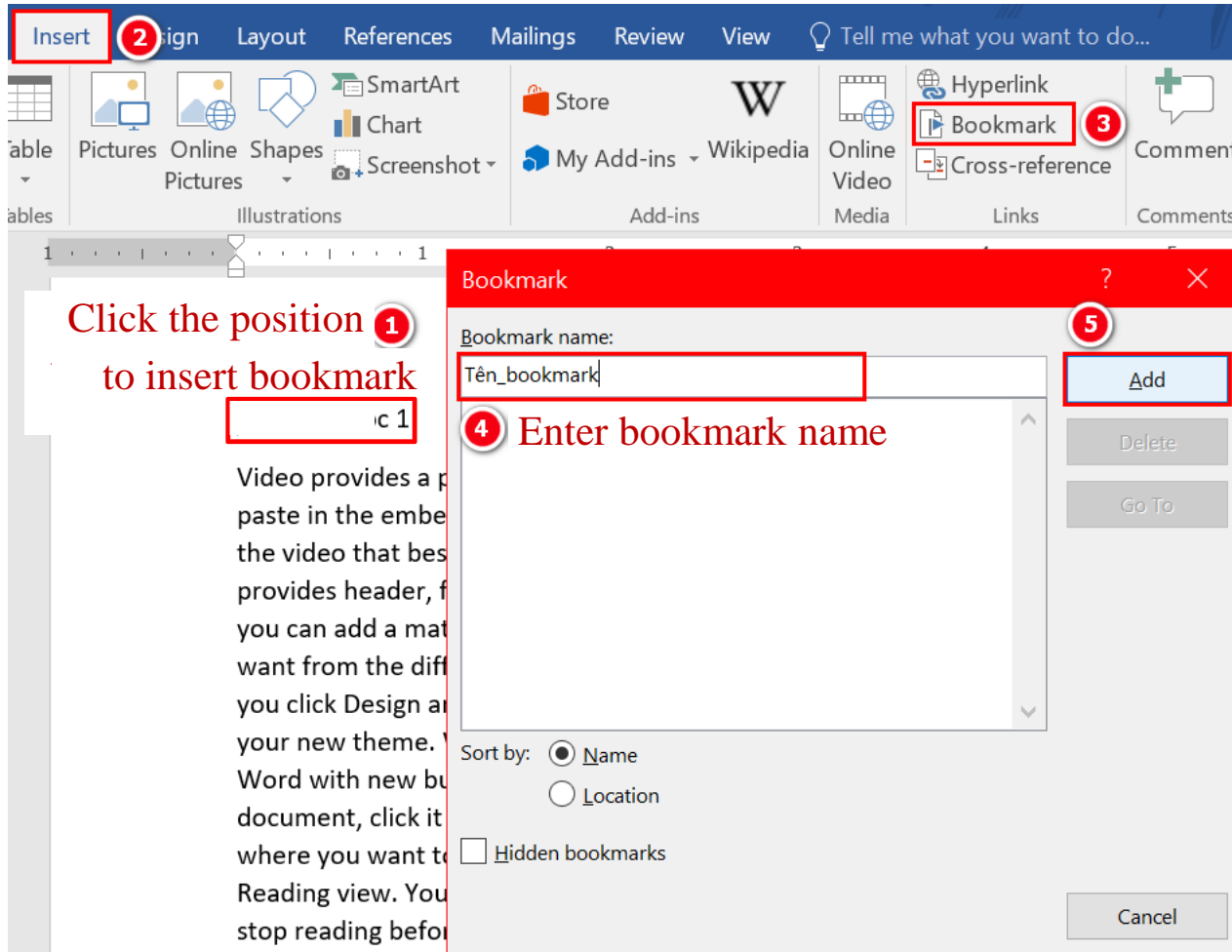
4.7 Create Bookmarks and Hyperlinks

1/. Bookmark

2/. Hyperlink

1- Bookmark

- Insert a bookmark



The screenshot shows the Microsoft Word ribbon with the **Insert** tab selected. The **Bookmark** button in the **Links** group is highlighted with a red box and a circled number 3. Below the ribbon, a text document is visible with a cursor at the end of a line. A red box and a circled number 1 indicate the position to click. To the right, the **Bookmark** dialog box is open. The **Bookmark name** field contains the text "Tên_bookmark" and is highlighted with a red box and a circled number 4. The **Add** button is highlighted with a red box and a circled number 5. The dialog box also shows options for **Sort by** (Name selected) and **Hidden bookmarks** (unchecked).

Click the position 1 to insert bookmark

Enter bookmark name

Add

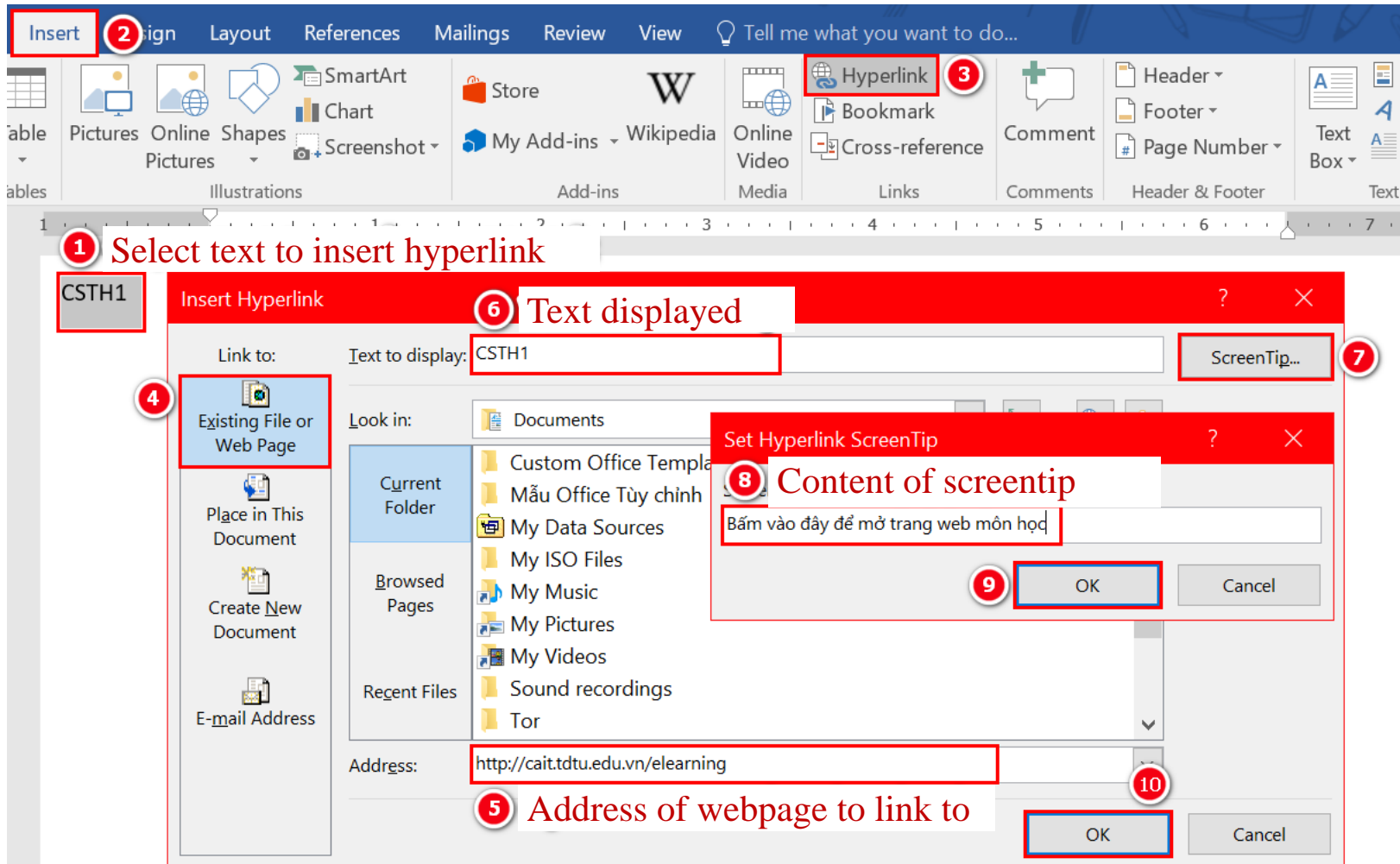
4.7 Create Bookmarks and Hyperlinks

1/. Bookmark

2/. Hyperlink

2- Hyperlink

- Insert a hyperlink: to a webpage



The screenshot illustrates the process of inserting a hyperlink in Microsoft Word, with numbered steps 1 through 10:

- Select text to insert hyperlink:** The text "CSTH1" is selected in the document.
- Click the Insert tab:** The "Insert" tab is selected in the ribbon.
- Click the Hyperlink button:** The "Hyperlink" button in the "Links" group is clicked.
- Click "Existing File or Web Page":** This option is selected in the left sidebar of the "Insert Hyperlink" dialog box.
- Address of webpage to link to:** The "Address" field contains the URL "http://cait.tdtu.edu.vn/elearning".
- Text displayed:** The "Text to display" field contains the text "CSTH1".
- Click "ScreenTip...":** The "ScreenTip..." button is clicked to open the "Set Hyperlink ScreenTip" dialog box.
- Content of screentip:** The "ScreenTip" text field contains the text "Bấm vào đây để mở trang web môn học".
- Click "OK":** The "OK" button is clicked in the "Set Hyperlink ScreenTip" dialog box.
- Click "OK":** The "OK" button is clicked in the "Insert Hyperlink" dialog box.

2- Hyperlink

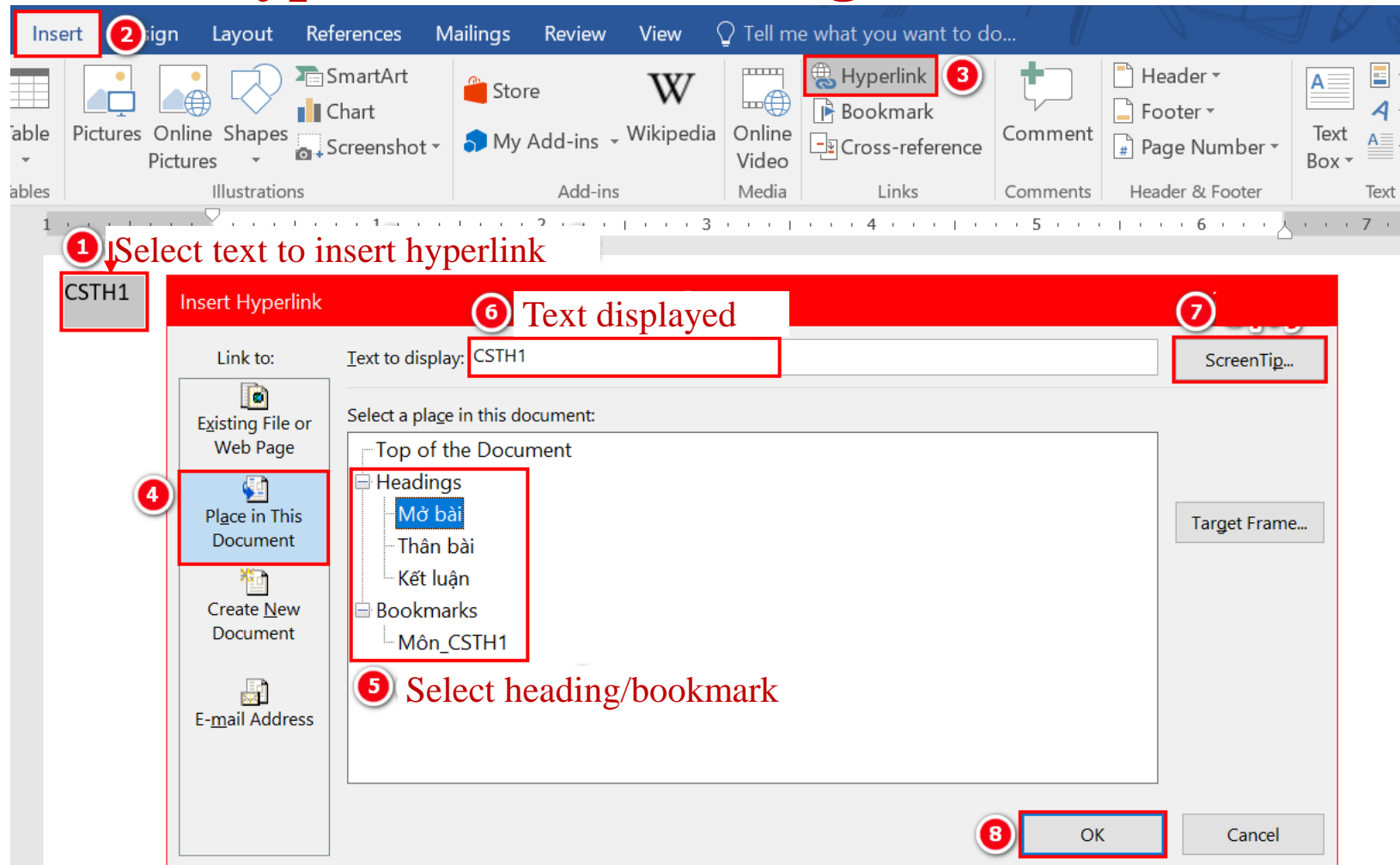
• Insert a hyperlink: to an existing file

The screenshot illustrates the process of inserting a hyperlink in Microsoft Word. The steps are as follows:

- Select text to insert hyperlink:** The text "CSTH1" is selected in the document.
- Insert tab:** The "Insert" tab is active in the ribbon.
- Hyperlink button:** The "Hyperlink" button in the "Links" group is clicked.
- Existing File or Web Page:** The "Existing File or Web Page" option is selected in the left sidebar of the "Insert Hyperlink" dialog box.
- Select folder:** The "Look in:" dropdown is set to "Desktop".
- Select file:** The file "Book1.xlsx" is selected in the file list.
- Text displayed:** The "Text to display:" field contains "CSTH1".
- ScreenTip:** The "ScreenTip..." button is visible.
- OK button:** The "OK" button is clicked to complete the insertion.

2- Hyperlink

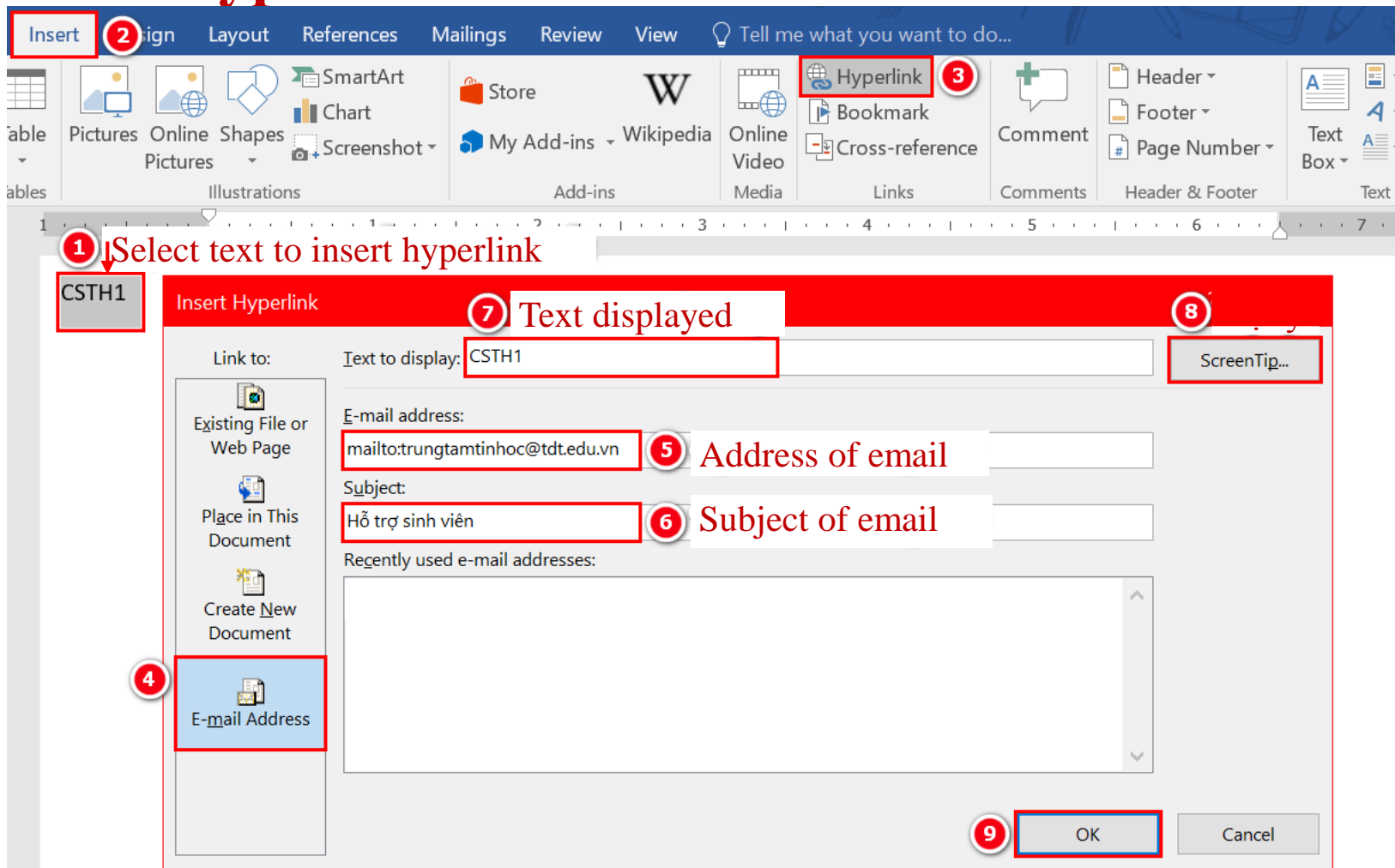
• Insert a hyperlink: to a heading/bookmark



The screenshot illustrates the process of inserting a hyperlink in Microsoft Word, with numbered steps 1 through 8:

- 1** Select text to insert hyperlink: The text "CSTH1" is selected in the document.
- 2** The **Insert** tab is active on the ribbon.
- 3** The **Hyperlink** button in the **Links** group is clicked.
- 4** In the **Insert Hyperlink** dialog box, the **Place in This Document** option is selected under the **Link to:** section.
- 5** Under **Select a place in this document:**, the **Headings** list is expanded, and **Mở bài** is selected.
- 6** The **Text to display:** field contains "CSTH1".
- 7** The **ScreenTip...** button is visible in the top right corner.
- 8** The **OK** button is clicked to complete the insertion.

• Insert a hyperlink: email address



1 Select text to insert hyperlink

2 Insert

3 Hyperlink

4 E-mail Address

5 Address of email

6 Subject of email

7 Text displayed

8 ScreenTip...

9 OK

Link to:

Text to display: CSTH1

E-mail address: mailto:trungtamtinhoc@tdt.edu.vn

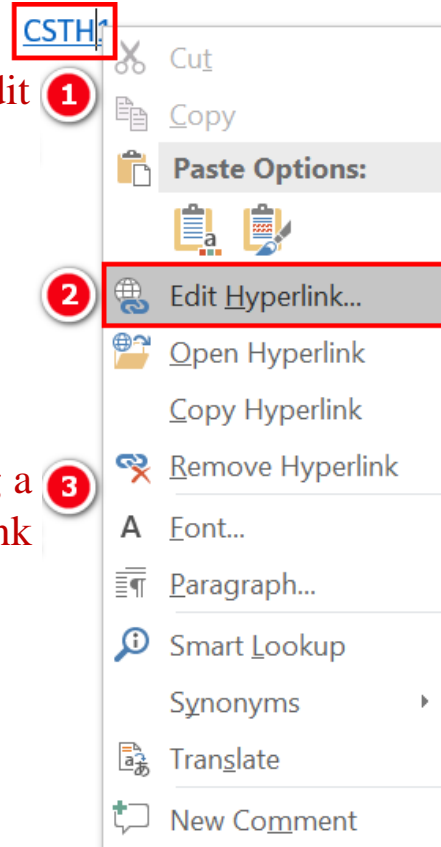
Subject: Hỗ trợ sinh viên

Recently used e-mail addresses:

2- Hyperlink

- **Edit a hyperlink**

Right-click the hyperlink to edit

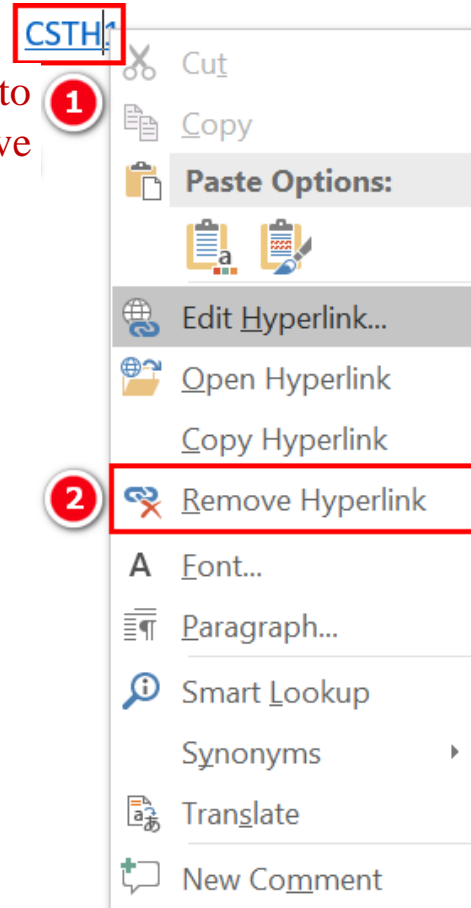


Perform similarly to inserting a hyperlink

2- Hyperlink

- Remove a hyperlink

Right-click the hyperlink to
remove



Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables in a document

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers